

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2254 **TITLE:** ADMINISTRATIVE ASSISTANT II **GRADE:** S-13

DEFINITION:

This level is characterized by responsibility for an end product of work and by independent application of knowledge of standard office methods and procedures. Assignments entail some phases of a program or service involving performance of a variety of detailed operations in related sequence or series.

At this level, the following factors should be considered:

- Duties involving standard methods are performed independently, with guidance provided as requested, and those involving nonstandard methods or materials are performed from specific instructions or guides.
- Guidelines include a variety of procedural rules and regulations that are detailed, directly applicable and readily available; but some judgment is required to select from among standard office methods or to devise working procedures for own desk. This requires the ability to acquire knowledge of a variety of standard procedures, an understanding of the terminology of the unit served, and some familiarity with work done in related departments.
- Incumbents are responsible for accuracy, completeness and end products of work and may assign and check the work of others.
- Work requires, at a minimum, a basic knowledge of relevant office or corporate system(s).

ILLUSTRATIVE DUTIES:

General Financial Duties

- Prepares a variety of standard disbursement forms (e.g., work orders, petty cash) for routing and approval;
- Compiles and maintains daily and weekly totals, reports, and financial statements;
- Reconciles statements;
- Establishes, revises and maintains accounting documents and files.

Fiscal Administration

- Performs data entry into corporate system, e.g., routine posting and billing.
- Reviews completed forms for accuracy and completeness;
- May perform inquiries in internal and external databases to determine discrepancies.

Accounting

- Performs inquiries in CASPS and/or FAMIS;
- Performs basic calculations.

Purchasing

- Orders, inventories, receives, and/or shelves routine supplies;
- Reviews invoices/packing slips to ensure shipment is correct and follows up on discrepancies;
- Tracks expenditures.

Scheduling & Coordinating for others

- Notifies all participants of meetings and other functions in advance;
- Schedules routine meetings.

Communication

- Produces and electronically distributes simple documents (e.g., flyers).

Office Management

- Maintains a system for tracking the progress of work;
- Orients new employees on procedures and systems.

General Administrative

- Performs alpha and/or numeric filing;
- Performs simple screening and sorting of mail;
- Is responsible for sending dated material.

Receptionist/Public Contact

- Refers calls;
- Greet visitors;
- Gives standard information in response to phone or in-person inquiries;
- Acts as back up to other administrative positions.

Word Processing/Typing

- Keys/types form letters, labels, simple documents and correspondence;
- Proofs spelling.

Information Systems/Software

- Performs data entry into multiple screens.

Payroll

- Verifies employment on a Countywide basis;
- Inputs simple or occasional PRISM entries, with review of supervisor (e.g., simple T&A).

Personnel

- Types forms;
- Updates personnel data;
- Sets up agency personnel files;
- Prints out and distributes personnel documents;
- Files critical records (e.g., performance evaluations, PARS).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Knowledge of a variety of standard office procedures;
- Knowledge of specific unit terminology;
- Knowledge of work done in related departments.

Communication

- Ability to read and comprehend relevant documents.

Information Abilities

- Ability to process and integrate simple data.

Interpersonal Abilities

- Ability to establish and maintain effective working relationships with both external and internal contacts.

Purchasing and Accounting

- Ability to perform inquiries in CASPS and/or FAMIS

Personnel and Payroll

- Understanding of the basic PRISM functions;
- Ability to perform inquiries (e.g., check personnel data) in PRISM.

Word Processing/Typing

- Basic skills in the use of Microsoft Word.

PC Skills

- Basic skills in the use of applicable Microsoft software.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Education

- High School

Experience

- 1 year providing administrative support

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**